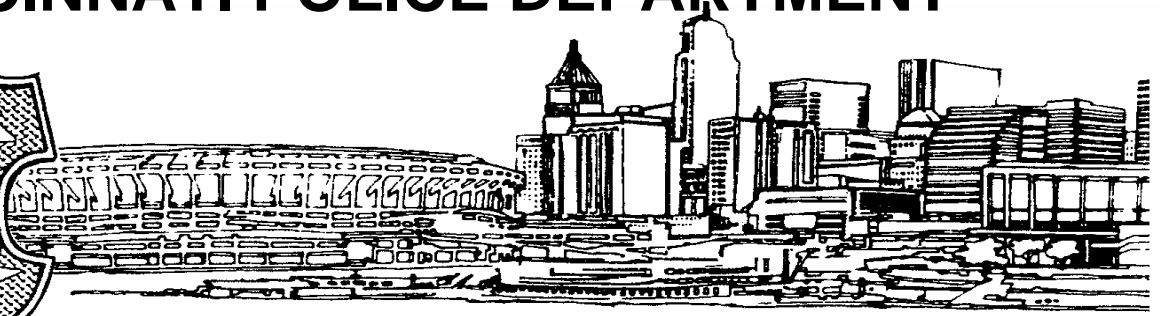


CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
March 8, 2005

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>COURT HOLIDAY – GOOD FRIDAY</u>	RECORDS SECTION
2. <u>RE-NAMING OF EASTERN AVENUE</u>	PLANNING SECTION
3. <u>RE-NAMING OF GRAND AVENUE</u>	PLANNING SECTION
4. <u>TWO MONTH ROTATION IN GENERAL VICE ENFORCEMENT UNIT</u>	GENERAL VICE ENFORCEMENT UNIT
5. <u>COMPUTER TRAINING REQUESTS</u>	TRAINING SECTION
6. <u>SEVERE WEATHER SAFETY AWARENESS WEEK</u>	PLANNING SECTION
7. <u>RAPE CRISIS & ABUSE CENTER OF HAMILTON COUNTY FUNDRAISER</u>	CRIMINAL INVESTIGATIONS SECTION
8. <u>DONATED TIME FOR POLICE OFFICER CHRISTINA FOGEL</u>	PLANNING SECTION
9. <u>THANK YOU LETTERS</u>	CHIEF'S OFFICE
10. <u>REVISION OF PROCEDURE 12.010, ROLL CALL AND PERSONNEL INSPECTION</u>	PLANNING SECTION
11. <u>REVISION OF PROCEDURE 12.200, SNOW EMERGENCIES AND HAZARDOUS ROAD CONDITIONS</u>	PLANNING SECTION

- | | | |
|-----|---|------------------|
| 12. | <u>REVISION OF PROCEDURE 16.125, TRAVEL ON CITY BUSINESS AND NEW FORM 71M, FREQUENT FLIER MILES ANNUAL REPORT</u> | PLANNING SECTION |
| 13. | <u>REVISIONS TO SEVERAL DETAIL COORDINATION UNIT FORMS AND FORM 25S, REQUEST FOR LEAVE OF ABSENCE</u> | PLANNING SECTION |
| 14. | <u>REVISION TO FORM 18 FIELD MANUAL</u> | PLANNING SECTION |
| 15. | <u>REVISION TO FORM 655P, CINCINNATI PARKING INFRACTION FINE SCHEDULE</u> | PLANNING SECTION |

1. COURT HOLIDAY – GOOD FRIDAY

On Friday, March 25, 2005, the Hamilton County Municipal Court will observe the Good Friday Holiday. All courtrooms are open in the a.m. ONLY. Courtrooms will close at 12:30 p.m.

Police officers are reminded not to issue citations requiring a court appearance on this date.

2. RE-NAMING OF EASTERN AVENUE

On December 15, 2004 Cincinnati City Council passed an ordinance re-naming a portion of Eastern Avenue. Eastern Avenue, from the eastern terminus of Pete Rose Way eastward to the railroad overpass, was re-named Riverside Drive. [Attached](#) to these Staff Notes is a map of Riverside Drive.

3. RE-NAMING OF GRAND AVENUE

A part of the horseshoe extension of Grand Avenue, just south of Murdock Avenue in the Grand Avenue Commons Subdivision, has been re-named Cityscape West Drive.

[Attached](#) to these Staff Notes is a map showing the portion of Grand Avenue re-named Cityscape West Drive.

4. TWO MONTH ROTATION IN GENERAL VICE ENFORCEMENT UNIT

Any police officer/specialist interested in a two month training assignment in the General Vice Enforcement Unit should submit a Form 17 through their chain of command no later than March 18, 2005..

The officer must be able to work day and night shifts. The officer will receive extensive training in vice investigations, search warrants, and other specialized enforcement activity. Questions should be directed to Lieutenant Robert Ruebusch at 352-2555.

5. COMPUTER TRAINING REQUESTS

The Police Academy will be conducting in-house computer training in Office XP Applications. Classes are held from 0800-1600 in the Academy's computer lab. Available classes and dates are listed below. Interested personnel should:

1. Prepare a Form 17 addressed to Lieutenant Howard Rahtz, Acting Police Academy Director. In the form include:
 - your name with rank or title
 - your current assignment

- your email address (i.e. FirstName.LastName@cincinnati-oh.gov)
 - your daytime phone
 - the title and date of the course being requested
2. Submit the Form 17 through the chain of command to the Police Academy by March 18, 2005.

Upon receipt of all training requests the Police Academy will send confirmations with training dates and times to all individuals approved for training. Additional classes will be added if necessary. Questions may be directed to P.O. James Weithofer at 357-7551.

Date	Class
4/5/05	Access XP Level I
4/7/05	Excel XP Level I
4/12/05	Word XP Level II
4/14/05	Word XP Level II
4/19/05	Excel XP Level II
4/21/05	Excel XP Level II
4/26/05	PowerPoint XP Level II
5/3/05	Word XP Level III
5/10/05	Excel XP Level III
5/17/05	PowerPoint XP Level III
5/24/05	Access XP Level III

6. SEVERE WEATHER SAFETY AWARENESS WEEK

The State of Ohio and the Hamilton County Board of County Commissioners have designated March 13-19, 2005 as "Severe Weather Safety Awareness Week" in Hamilton County, and throughout the State of Ohio.

The following communications and warning systems will be tested in Hamilton County during Severe Weather Safety Awareness Week: the Hamilton County Disaster Radio Net and the Emergency Alert System (EAS). Because the outdoor warning sirens in Hamilton County are routinely tested at noon on the first and third Wednesdays of the month, they will not be tested on March 16 at 9:50 a.m. during the State's test but will be tested at noon.

[Attached](#) to these Staff Notes is additional information regarding the Hamilton County outdoor warning sirens.

7. RAPE CRISIS & ABUSE CENTER OF HAMILTON COUNTY FUNDRAISER

[Attached](#) to these Staff Notes is a letter with information about a fundraising event being held by the Rape Crisis & Abuse Center of Hamilton County. The event will take place on Friday, May 6, 2005, at the Twentieth Century Theater in Oakley. Questions about the event may be directed to Mary Silva at 977-5555.

8. DONATED TIME FOR POLICE OFFICER CHRISTINA FOGEL

Police Officer Christina Fogel, District One, has exhausted her sick and vacation time balances due to treatment for a serious medical condition.

Any department member wishing to voluntarily donate time for Officer Fogel should submit a Form 25S to their district/section/unit commander, listing Officer Fogel's name, district, and the kind of time and number of hours being donated. Sick time may not be donated. The donor's rank and signature must appear on the Form 25S.

9. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several thank you letters written to the Police Chief for the professionalism displayed by officers in our Department.

10. REVISION OF [PROCEDURE 12.010](#), ROLL CALL AND PERSONNEL INSPECTION

Procedure 12.010, Roll Call and Personnel Inspection, has been revised. When an unintentional discharge occurs during an X26 Taser spark test, or any other time, an immediate investigation must be conducted. A Form 17 detailing the incident will be forwarded to the Police Chief. All documentation relating to the unintentional discharge will remain in the district/section/unit of occurrence. An additional change has been made regarding the disposal of the cartridge in these incidents.

Additionally, during daily inspection, all sworn officers will present their issued magazines and ammunition for inspection by a supervisor. Supervisors will ensure the proper amount of ammunition is present.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

11. REVISION OF PROCEDURE 12.200, SNOW EMERGENCIES AND HAZARDOUS ROAD CONDITIONS

Procedure 12.200, Snow Emergencies and Hazardous Road Conditions, has been revised. The City Manager will continue to declare and cancel City snow emergencies, however; the Hamilton County Sheriff will declare and cancel all Level 3 snow emergencies. City snow emergencies pertain to parking along snow emergency routes. The Level 3 snow emergency is directed at driving on all county highways and roadways including those within the City of Cincinnati. During a Level 3 snow emergency, all highways and roadways are closed to non-emergency personnel. Those traveling on highways and roadways are subject to arrest per Ohio Revised Code Section 2921.331, Failure to Comply with Order or Signal of Police Officer.

All Police Department personnel, sworn and non-sworn, are considered essential employees and are expected to respond to their area of assignment during a Level 3 Snow Emergency. The Department issued identification card will permit employees to travel during a Level 3 Snow Emergency. District/Section Commanders can use discretion in granting time off requests during a Level 3 Snow Emergency.

The Public Information Office (PIO) Commander has been designated by the City Manager as the media liaison for the City of Cincinnati during all City or County snow emergencies. Police Communications Section, when notifying the news media, will advise that the PIO Commander will be their contact within the City of Cincinnati.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

12. REVISION OF PROCEDURE 16.125, TRAVEL ON CITY BUSINESS AND NEW FORM 71M, FREQUENT FLIER MILES ANNUAL REPORT

Procedure 16.125, Travel on City Business, has been revised. References have been added regarding the City's new policy on personal use of frequent flier miles earned while on City travel. Employees who travel by air for City business will not use any frequent flier miles or other benefits for personal use. [Attached](#) to these Staff Notes is a copy of the City's policy on the use of frequent flier miles.

Form 71M, Frequent Flier Miles Annual Report, has been created for employees to complete each January. In January, Fiscal & Budget Section will send a letter out to any employee who traveled by air on City business. The letter will be a reminder for each officer, regardless if any frequent flier miles were earned, to complete the Form 71M and return it to Fiscal & Budget Section by January 30th.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page. To access the Form 71M, open the Word application select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 71M.

13. REVISIONS TO SEVERAL DETAIL COORDINATION UNIT FORMS AND FORM 25S, REQUEST FOR LEAVE OF ABSENCE

The following Detail Coordination Unit forms have been revised:

- Form 17DC, Change in Detail Assignment
- Form 55, Letter of Understanding
- Form 668A, Acknowledgement by the Secondary Employer
- Form 668B, Detail Assignment Roster
- Form 668C, Overtime Availability Report

The Form 25S, Request for Leave of Absence, has also been revised. A section has been added for supervisors to complete when an employee calls in sick. The supervisor will ask the employee if a Form 678, Change in Court Appearance, and/or a Form 17DC, Change in Detail Assignment, must be completed for any upcoming court case or details. The supervisor will check the appropriate box and enter their name.

These revisions are effective immediately. To access the forms, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on the appropriate form name.

14. REVISION TO FORM 18 FIELD MANUAL

The Form 18 Field Manual has been revised. Sections 14 and 15 as well as the "Attachments" section have been revised. Other minor revisions were made throughout the form.

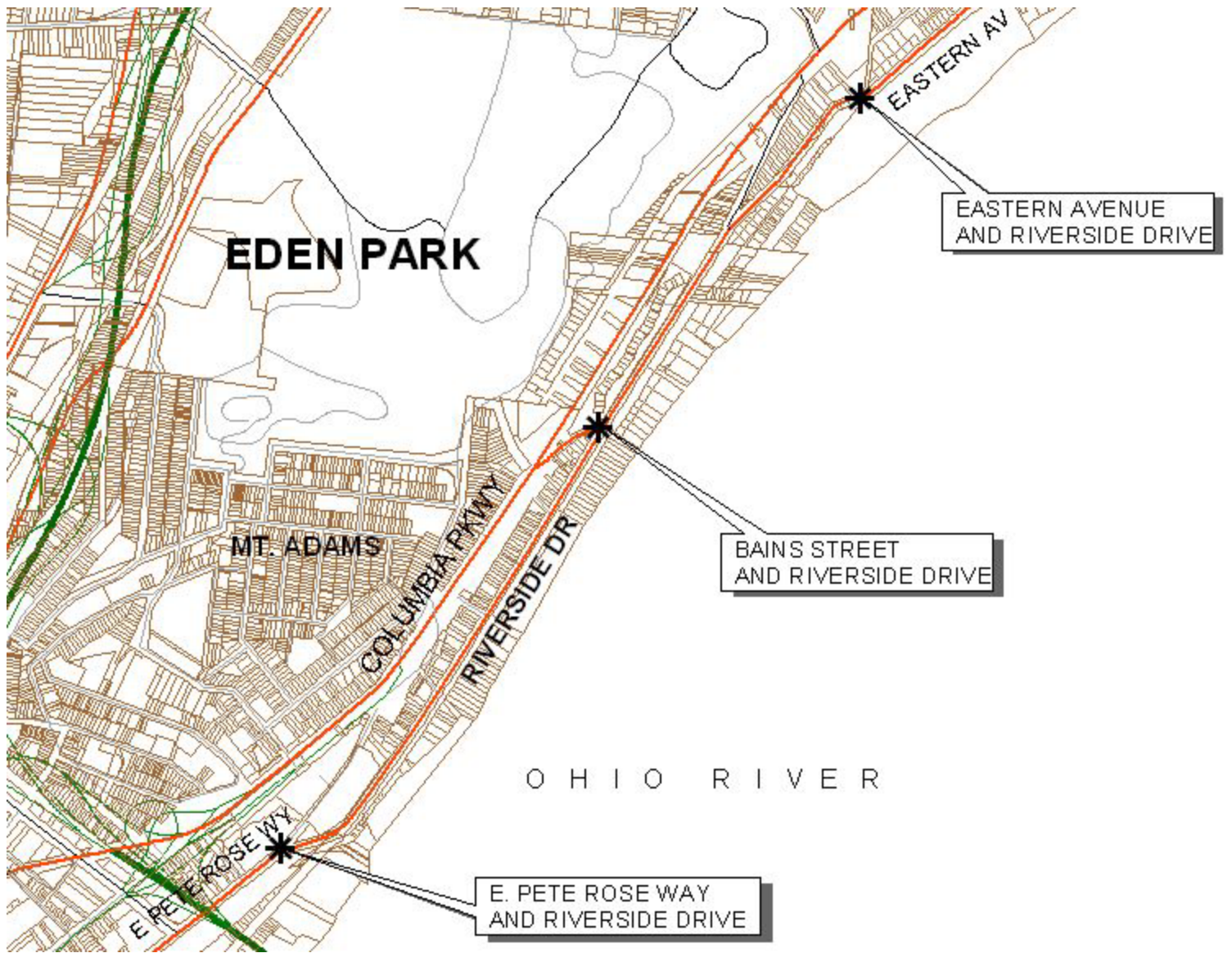
This revision is effective immediately. Personnel should review the manual in its entirety. The revised manual is available on the Intranet under "Manuals".

15. REVISION TO FORM 655P, CINCINNATI PARKING INFRACTION FINE SCHEDULE

Form 655P, Cincinnati Parking Infraction Fine Schedule, has been revised. The fines have increased per City Ordinance passed February 16, 2005. Officers will no longer use the fine schedule dated 12/01. Additionally, a section has been added for citing violators for parking in violation of a street sweeping sign. Officer will use the new section, 502-3, Parking Prohibitions During Street Sweeping Operations, when encountering a vehicle parked in violation of a street sweeping sign.

The line "All violations not listed are \$36.00" has been deleted. In its place, lines have been added to write in a section number and fine not listed in the fine schedule. If an officer cites a violator for a section not listed in the fine schedule, it will be the officer's responsibility to determine the proper fine amount per the Cincinnati Municipal Code.

This revision is effective immediately. New forms may be picked up from the Supply Unit.



MURDOCK AVENUE

GRAND AVENUE

CITYSCAPE WEST

DRIVE

Reference Ex. Diagrams And
As Necessary To Show
How Proposed & Shown
Per City Of Cal. Act No. 21516

Prop. Townhouse Bldg.

GRAPHIC SCALE

(IN FEET)
1 inch = 50 ft.

389

385

381

377

373

369

365

361

357

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326

322

Sec. 4+80.65
2021' R
Rem-801.77
12' (W) W=793.55
12' (S) W=793.85
15' W=794.05

Prop. Sdn. Mt.
109 505-01-03-05
C.C. Mt.
Acc. No. 49001
Rem-801.77
12' W=793.55
12' (S) W=793.85
15' W=794.05

Prop. Sdn. Mt.
109 505-01-03-05
C.C. Mt.
Acc. No. 49001
Rem-801.77
12' W=793.55
12' (S) W=793.85
15' W=794.05

Prop. Inlet Reser.
Detention Structure
109
Code=799.00
Inv.=798.90
Prop. CR 2-3
Code=799.50
Inv.=798.52
Inv. Out=798.22

Prop. Sdn. Mt.
109 505-01-03-05
C.C. Mt.
Acc. No. 49001
Rem-801.77
12' W=793.55
12' (S) W=793.85
15' W=794.05

Prop. Sdn. Mt.
109 505-01-03-05
C.C. Mt.
Acc. No. 49001
Rem-801.77
12' W=793.55
12' (S) W=793.85
15' W=794.05



DIRECTOR
MR. DON MACCARONE, CEM

County of Hamilton



EMERGENCY MANAGEMENT AGENCY

2377 CIVIC CENTER DRIVE
CINCINNATI, OHIO 45231
(513) 851-7080
FAX: (513) 851-5190

EXECUTIVE COMMITTEE

CHAIRMAN
HON. JOSEPH I. SYKES
VICE-CHAIRMAN
HON. OSCAR A. HOFFMANN
HON. KEITH CORMAN
DISTRICT CHIEF EDWARD J. DADOSKI
HON. PAT DEWINE
MR. TIM HEDRICK
HON. PHIL HEIMLICH
HON. CLETUS L. MCDANIEL
HON. TODD PORTUNE
MR. DONALD SHANKS
HON. THEODORE W. SHANNON, JR.

** MEMORANDUM **

DATE: February 22, 2005

TO: All Hamilton County Mayors; Township Trustees; Village and City Managers; Village, City and Township Administrators; Fire and Police Chiefs; School District Superintendents; Disaster Council Members; and Hamilton County EMA Executive Committee Members

FROM: Don Maccarone
Hamilton County Emergency Management Agency

RE: SEVERE WEATHER SAFETY AWARENESS WEEK
MARCH 13-19, 2005

PLEASE DISSEMINATE THE FOLLOWING INFORMATION:

Please be advised the State of Ohio and Hamilton County have designated **March 13 –19, 2005 as "SEVERE WEATHER SAFETY AWARENESS WEEK"** in Hamilton County, and throughout the State of Ohio.

The Hamilton County Emergency Management Agency is mailing Severe Weather Safety Awareness Week information to all newspapers, radio and TV stations including a special packet from the Ohio Committee for Severe Weather Awareness. Special tornado safety information is being distributed to all local elementary and middle schools in Hamilton County, Ohio by the Ohio Insurance Institute.

The purpose of this mailing is to assist communities in promoting citizen's awareness of severe weather safety and the precautions to be taken to try to minimize the damage from hazardous occurrences.

The following emergency communications and warning systems will be tested in Hamilton County during Severe Weather Safety Awareness Week: the Hamilton County Disaster Radio Net and the Emergency Alert System (EAS). **All local elementary and middle schools are encouraged to conduct Tornado Safety Drills during this week.**

Note: Hamilton County will not activate sirens during the State's schedule for the outdoor warning siren activation on March 16, 2005 at 9:50 a.m. during Severe Weather Safety Awareness Week.

Having deviated from our normal siren testing schedule in the past, we experienced undue citizen concerns and an overload of calls to the 911 centers within the County. **The outdoor warning sirens in Hamilton County are tested the first and third Wednesdays of each month at noon, accordingly we will test the sirens on March 16 at 12:00 noon, not at 9:50 a.m.**

We have included the following Tornado, Home Flood Insurance, and Hamilton County Siren information for your use. (Please feel free to duplicate as wide dissemination of these materials is encouraged). Please call our office if you have any questions regarding this information at (513) 851-7080.

Please see attached copy of an email regarding the distribution of safety information to public elementary schools through the Ohio Insurance Institute.

To get additional information, please refer to the Ohio Emergency Management Agency web page at www.ema.ohio.gov. (On or after March 7, the 2005 Ohio Severe Weather Safety Awareness publication should be available on-line)

Thank you for your assistance with this matter.

Enclosures



County of Hamilton



EMERGENCY MANAGEMENT AGENCY

DIRECTOR
MR. DON MACCARONE, CEM

2377 CIVIC CENTER DRIVE
CINCINNATI, OHIO 45231
(513) 851-7080
FAX: (513) 851-5190

EXECUTIVE COMMITTEE

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DISTRICT CHIEF EDWARD J. DADOSKY
HON. PAT DEWINE
MR. TIM HEDRICK
HON. PHIL HEIMLICH
HON. CLETUS L. MCDANIEL
HON. TODD PORTUNE
MR. DONALD SHANKS
HON. THEODORE W. SHANNON, JR.

WHEN WILL THE OUTDOOR WARNING SIRENS SOUND IN HAMILTON COUNTY, OHIO FOR SEVERE WEATHER?

THE OUTDOOR WARNING SIRENS IN HAMILTON COUNTY SOUND A FIVE (5) MINUTE **STEADY TONE** UPON THE ISSUANCE BY THE NATIONAL WEATHER SERVICE (NWS) FOR HAMILTON COUNTY, OHIO FOR EITHER OF THESE TWO SEVERE WEATHER WARNINGS:

1. A **TORNADO WARNING**
or
2. A **SEVERE THUNDERSTORM WARNING** during a **TORNADO WATCH**

To ensure that you receive the most timely and current severe weather information, **utilize a tone alerting weather radio** that will receive severe weather watches and warnings broadcast directly from the National Weather Service (NWS) over their NOAA weather radio broadcast system. **Indoor warning tone alerting weather radios** augment the **outdoor warning sirens** to give you an **integrated indoor and outdoor warning system** to best protect you.

For any additional information regarding the **integrated indoor and outdoor warning system** call:

Hamilton County Emergency Management Agency
(513) 851-7080

(PLEASE NOTE REVERSE SIDE)



County of Hamilton



DIRECTOR
MR. DON MACCARONE, CEM

EMERGENCY MANAGEMENT AGENCY

2377 CIVIC CENTER DRIVE
CINCINNATI, OHIO 45231
(513) 851-7080
FAX: (513) 851-5190

EXECUTIVE COMMITTEE

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HON. PAT DEWINE
MR. TIM HEDRICK
HON. PHIL HEIMLICH
HON. CLETUS L. MCDANIEL
HON. TODD PORTUNE
MR. DONALD SHANKS
HON. THEODORE W. SHANNON, JR.

NEWS RELEASE:

OUTDOOR WARNING SIREN SIGNALS USED IN HAMILTON COUNTY, OHIO

The outdoor warning siren signals are tested on the first and third Wednesdays of each month at 12:00 noon. (For test purposes, each test signal sound will last for one minute)

To ensure that you receive the most timely and current severe weather information, **utilize a tone alerting weather radio** that will receive severe weather watches and warnings broadcast directly from the National Weather Service (NWS) over their NOAA weather radio broadcast system. **Indoor warning tone alerting weather radios** augment the **outdoor warning sirens** to give you an **integrated indoor and outdoor warning system** to best protect you.

SIREN SIGNALS USED

STEADY - A TORNADO WARNING or a SEVERE THUNDERSTORM WARNING
TONE during a TORNADO WATCH (either as issued by the NWS)

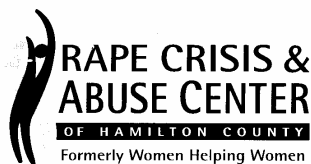
When there is a threat of a tornado in Hamilton County, the outdoor warning sirens will sound a steady tone for five (5) minutes. **Seek safe shelter when severe weather threatens. Turn on local TV, cable TV and radio for emergency information. Have available a battery operated radio and a tone alerting weather radio.**

WAVERING - ENEMY NUCLEAR ATTACK WARNING
TONE

The outdoor warning sirens will sound a wavering tone for five (5) minutes. **Turn on TV and radio for emergency information. Seek immediate protection from radioactive fallout in the best available shelter, preferably a basement location. Have available a battery operated radio.**

Outdoor warning sirens are not used to give an "ALL CLEAR" signal. This information is given over TV and radio. Repeated sounding of the sirens indicates additional warnings are being issued.

(PLEASE NOTE REVERSE SIDE)



February 2005

Community Law Center Building
215 E. Ninth Street, 7th floor
Cincinnati, Ohio 45202-6109

513 977-5541 *Business*
513 872-9259 *PROTECT Hotline*
513 977-5545 *TTY*
513 977-5544 *Fax*

Dear Merchant:

I would like to introduce you to an organization that does tremendous work in our community, and to ask for your support of our special fundraising event this year by donating an item or service from your company for auction.

The Rape Crisis and Abuse Center (formerly Women Helping Women) provides support services each year to thousands of people who are victims of sexual assault, domestic violence and stalking. The agency also provides education and prevention programs to school-age children about preventing violence, and works with law enforcement and the judicial system to change the way these crimes are handled.

Ann MacDonald
Executive Director

Board of Trustees
Connie R. Cunningham
President

Catherine O. Bradford
Roberta J. Bradford
Paul B. Calico
Craig Decker
Susan E. Grathwohl
Claudia Harrod
Elisabeth P. Hendy
Doris M. Holzheimer
Margaret Julia
Elaine Plummer
Regina E. Ruthven
Captain Richard Schmalz
Mary Silva
Carolyn S. Simon

Our fundraising event this year will take place Friday, May 6. It will be a fabulous evening of salsa dancing, dinner by the bite prepared by local chefs and cocktails at the Twentieth Century Theater in Oakley. We anticipate more than 300 attendees, so your donation will not only benefit a great cause, but will also get your company's name and services in front of a significant group of potential customers. Your contribution will be listed in the evening's program and prominently displayed at the event.

I hope you'll become involved with our agency's 2005 Spring Fundraiser by donating an item to our silent auction. We are asking that items carry a minimum value of \$100.

If you wish to donate an item or service, please complete the enclosed form and return it to the agency along with the gift certificate or description of the item you are donating. If you are contributing an item that cannot be mailed, we will arrange to have it picked up.

Thank you in advance for your generosity – it will help us make a tremendous difference in the lives of people in our community who are victimized by domestic violence, rape and stalking.

Sincerely,

Mary Silva
Chair, On Your Feet Ball

P.S. If you have questions or would like additional information, please call us at 977-5555.

*Funded in part by
the City of Cincinnati,
Hamilton County
and United Way*



Village of Fairfax Police Department

Col. Rick W. Patterson, Chief of Police

5903 Hawthorne Avenue, Fairfax, Ohio 45227

Phone: 513-271-7250 Fax: 513-271-7030

February 23rd, 2005

Col. Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Col. Streicher:

Last week my department was involved in an investigation at the Cincinnati Sports Club located at 3950 Red Bank Rd in reference to numerous vehicle break-ins in the parking lot. The suspect would smash out the victim's window and remove their personal belongings.

We had video of the suspects' vehicles, however we could not determine the type of vehicles they were operating. We requested assistance from Captain Vince Demassi and he referred us to P.S. Ralph Unger of the CIS Unit. Detective Unger was able to assist us in determining what type of vehicles we were looking for and he was able to enhance the video and make a photo of the vehicles in question.

Because of his efforts, the suspect was arrested after a long pursuit. The vehicles P.S. Unger identified was in fact the vehicle's the suspect used in the break-ins. Both vehicles were stolen. In fact, numerous thefts from vehicle break-ins throughout the county were solved.

In closing, I would like to thank you and your department for the assistance rendered. Because of this cooperation, many victims were able to recover their property. Please pass on my thanks to all the officers involved.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick W. Patterson". The signature is fluid and cursive, with a long horizontal line extending from the end.

Col. Rick W. Patterson
Chief of Police



Raymond Walters College
Behavioral Science Department
9555 Plainfield Road
Blue Ash OH 45236-1096

February 15, 2005

Chief Thomas H. Streicher, Jr.
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

I would like to take this opportunity to recognize Ms. Michelle Henry.

Ms. Henry has been extremely helpful in arranging the "Ride-Along" experiences for the students in my class, Policing in American, at Raymond Walters College, University of Cincinnati. In addition, Ms. Henry has enabled me to obtain presentations from officers of the Cincinnati Police Department focusing on Crime Scene Investigations and Initiatives in Community Policing.

Through her efforts, the students were able to participate in several invaluable experiences. Riding with a sworn officer on patrol, learning about the current practices and technology utilized in current crime scene investigations and hearing the initiatives that the Cincinnati Police Department is implementing were significant learning opportunities as they select and train for their professional careers in Law Enforcement. Her helpful attitude has enabled me to provide the students with "real life" perspectives on Policing in America.

It was a pleasure to coordinate these activities with someone who was very helpful, professional and efficient. Ms. Henry truly represents the qualities that any organization would like presented to the general public. I would like to thank the Cincinnati Police Department and Ms. Henry for your support this quarter.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Zurad'.

Joseph Zurad
Adjunct Assistant Professor

Cc: Dr. Lynn Richey, Chairperson
Lieutenant Larry Powell
Michelle Henry, Assistant COP Coordinator



DART

DRUG ABUSE REDUCTION TASK FORCE

P.O. Box 429296, Cincinnati, Ohio 45242 Phone: (513) 791-0081/Fax: (513) 791-2386 Email: DartDesk@cinci.rr.com

February 7, 2005

Chief Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher:

I would like to thank the Street Corner Unit for their assistance in the drug investigation and serving of a search warrant at 7826 Dawn, in Roselawn, on February 4, 2005.

This investigation led to charges against three individuals, and the seizure of pharmaceutical drugs (approximately 100 oxycontin), four hand guns, and about \$16,000 in cash.

Your Street Corner Officers, as usual, displayed their professionalism throughout the investigation and provided key assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Leo Robinson".

Leo Robinson,
Coordinator/Project Director

LR/cw

TALIAFERRO, MEHLING, SHIROONI, CARRAN & KEYS, PLLC
ATTORNEYS AT LAW

PHILIP TALIAFERRO, III*
CHRISTOPHER J. MEHLING*
LUCINDA C. SHIROONI*
ROBERT W. CARRAN*
ALICE GAILEY KEYS*

OF COUNSEL:
NORBERT J. BISCHOFF*
F. EDWARD WORLAND, JR.*

1005 MADISON AVENUE
P.O. BOX 468
COVINGTON, KENTUCKY 41012-0468

TELEPHONE (859) 291-9900
FAX (859) 291-3014
website: tmsck.com

PARALEGALS:
KIRBY L. DRUFFEL
SHANNON E. HOLBROOK

CINCINNATI OFFICE:
1200 MERCANTILE CENTER
120 E. FOURTH STREET, SUITE 1210
CINCINNATI, OHIO 45202

*ALSO ADMITTED TO OHIO BAR

FEBRUARY 8, 2005

Chief Thomas Streicher
Cincinnati Police Dept.
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief:

I was in Cincinnati last week and needed assistance from a police officer. Fortunately for me, Officer Nikki Oliver of District One was on duty in her vehicle and she helped me with my problem.

Officer Oliver is an outstanding officer and I would appreciate it if you would let her know how I feel.

Thank you.

Very truly yours,



PHILIP TALIAFERRO

PT: jam



PATRICK T. DINKELACKER
JUDGE

Court of Common Pleas

COURT OF COMMON PLEAS
CINCINNATI, OHIO 45202-1217

(513) 946-5755
FAX (513) 946-5752

February 7, 2005

Col. Thomas H. Streicher, Jr.
Chief, Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Re: Police Officer Robert Randolph

Dear Chief Streicher:

Just a short note to extend my commendation to one of your officers, i.e., Police Officer, Robert Randolph.

Officer Randolph was the lead homicide officer in the case of *State of Ohio vs. David Harris*. In a case loaded with difficult twists and turns, Officer Randolph was a source of constant stability. From putting together a two-homicide case, starting with two bodies lying on the streets of Cincinnati, to personally bringing witnesses before the Court to honor a subpoena, Officer Randolph performed in an exemplary manner.

His hard work and dedication to duty were evident in all aspects of the State's case. His concern for justice and the victims involved were also quite obvious.

Police Officer Randolph is an exceptional law enforcement officer. He is a credit to the Cincinnati Police Department and all the citizens of Cincinnati should be proud he is serving them.

Sincerely,

Patrick T. Dinkelacker,
Judge

PTD/ljg



Raymond Walters College
Behavioral Science Department
9555 Plainfield Road
Blue Ash OH 45236-1096

February 15, 2005

Chief Thomas H. Streicher, Jr.
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

I would like to take this opportunity to recognize Sergeant Rudy Gruenke and Police Specialist Pat Moran for providing a presentation to my class, Policing in America, at Raymond Walters College, University of Cincinnati on Wednesday, February 2, 2005.

The officers covered a variety of topics including a comparison of television and "real life" criminal investigations, the technology that is available to support on-going investigations, court testimony, characteristics of finger prints, career opportunities in the Law Enforcement Field and several scenarios of evidence collection used in criminal trials. The presentation was extremely helpful to the class as it supplemented the readings and lectures and provided an accurate perspective on Policing. In addition, the students were able to visit the Mobile Crime Scene Unit after the presentation.

Sergeant Rudy Gruenke and Officer Specialist Pat Moran were professional, enthusiastic and engaging throughout the evening. Their experience, knowledge and willingness to share were greatly appreciated. Many of the students remained after class for approximately 45 minutes to continue to discuss the information that was shared. I would like to thank the Cincinnati Police Department and commend Sergeant Gruenke and Officer Specialist for their contribution.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Zetrad'.

Joseph Zetrad
Adjunct Assistant Professor

Cc: Dr. Lynn Richey, Chairperson
Sergeant Rudy Gruenke
Officer Specialist Pat Moran

CITY OF CINCINNATI FREQUENT FLIER MILES POLICY

Purpose

The purpose of this directive is to establish a uniform policy and guidelines related to the accrual of frequent flier miles by City officials and employees while traveling on official City business.

General

Ohio Ethics Commission Advisory opinion No. 91-010 prohibits the personal use of any frequent flier miles earned during travel on official City business. The purpose of this directive is to establish uniform guidelines related to the accrual and use of frequent flier miles by City officials and employees while conducting official City business.

It is intended that the policies established herein be viewed as minimum standards for departments, which may wish to establish additional controls beyond those mandated by this procedure.

Guidelines

1. Recipients of frequent flier miles are responsible for notifying their department about their enrollment in a frequent flier program.
2. The recipient of the frequent flier miles should use all frequent flier miles and other promotional benefits that are accrued in the conduct of official City business for the purpose of conducting subsequent official City business. The recipient of frequent flier miles may redeem accrued frequent flier benefits for travel on official City business by the recipient or, when possible, for travel on official City business by another City official or employee.
3. The personal use of frequent flier miles or other promotional benefits earned while traveling on official City business is strictly prohibited.
4. Frequent flier benefits, earned while traveling on City business, may not be used to upgrade travel accommodations or to upgrade hotel accommodations.
5. Each recipient of frequent flier miles is responsible for maintaining records that clearly segregate frequent flier miles earned while on official City business from frequent flier miles earned through personal travel with each respective airline carrier. Such records should contain sufficient detail to clearly segregate the accrual of both types of frequent flier benefits. The receipt of frequent flier miles must be reported annually by January 30th of the next year to the individual designated by each department to monitor the accumulation of frequent flier miles.
6. Because frequent flier miles cannot generally be transferred to the City, all frequent flier miles, which were earned while traveling on official City business must be surrendered or forfeited upon termination of employment with the City. The frequent flier miles may be surrendered by notifying the respective carrier in writing upon the termination of employment with the City.

Frequent Flier Miles
Annual Reporting Form
January 1, _____, through December 31, _____

Carrier: _____
Account No. _____

Beginning Miles (January 1) _____
Miles Accrued _____
Miles Used _____
Ending Miles (December 31) _____

Carrier: _____
Account No. _____

Beginning Miles (January 1) _____
Miles Accrued _____
Miles Used _____
Ending Miles (December 31) _____

I certify that the above information is correct to the best of my knowledge and belief.

Signature: _____
Date: _____

Note: This report should be filed by January 30th in each calendar year with the individual designated by each department to monitor the accumulation of frequent flier miles.

12.010 ROLL CALL AND PERSONNEL INSPECTION

References:

Procedure 12.020 - Uniforms, Related Equipment, and Personal Grooming
Procedure 12.025 - Authorized Weapons
Manual of Rules and Regulations 3.01A and B

Purpose:

To ensure all members of the Department are properly equipped, informed, and uniformly trained to perform their assigned duties.

Policy:

Uniformed sworn personnel will report for duty in a clean and pressed uniform with the proper attire and equipment. Personnel will present a professional image at all times. Non-uniformed sworn personnel will report for duty in accordance with their bureau/section/unit's standard operating procedure (S.O.P.).

Information:

Slight procedural differences may be necessary in certain units; however the conduction of roll call and personnel inspection is to be performed uniformly throughout the Department. Any variations in equipment or uniform parts may lead to confusion by the public and detract from an impressive, professional appearance.

Procedure:

A. Roll Call and Personnel Inspection

1. All uniformed units will conduct daily roll call and personnel inspection in the following manner. The inspecting supervisor will follow the commands in the order listed.
 - a. "Fall In"
 - 1) Two or more ranks may be used, depending on the number of officers. Ranks should be four feet apart when possible.
 - b. "At Close Interval, Dress Right, Dress"
 - 1) When the officers have straightened the ranks and are properly aligned, the supervisor commands, "Ready, Front."
 - c. "Secure Arms, Prepare for Inspection"
 - 1) Supervisors will carefully inspect the officers for appearance and proper equipment.

- d. "Remove Magazines"
 - 1) When the inspecting supervisor gives the command to remove magazines, the officer will:
 - a) Remove the magazine from the holstered pistol.
 - b) Remove magazines from magazine pouch.
 - c) Hold all magazines in the non-gun hand so the inspecting supervisor can verify they are each fully loaded with the correct amount of ammunition.
- e. "Raise Pistols"
 - 1) When the inspecting supervisor gives the command to raise pistols, the officer will:
 - a) Draw the pistol from the holster.
 - b) Raise the pistol with the muzzle straight up to the inspecting supervisor's eye level.
 - c) As the inspecting supervisor approaches the officer's right, the officer will rotate the pistol, enabling the inspecting supervisor to view the chambered round through the weapon's ejection port.
 - 1] The supervisor will ensure the weapon is loaded.
 - 2) After inspection, the officer will lower his pistol and return it to the holster.
- f. "Replace Magazines"
 - 1) The officer will then reinsert the magazine into the holstered pistol.
- g. "Raise Tasers"
 - 1) When the inspecting supervisor gives the command to raise tasers, the officer will:
 - a) Draw the X26 Taser from the holster and remove the air cartridge from the firing position.
 - b) Point the X26 Taser in a safe direction, towards the safe wall and place the safety switch in the up (FIRE) position.
 - c) The officer should check the battery life percentage on the Central Information Display (CID).

- 1] If the percentage is less than 20%, notify a supervisor to have the Digital Power Magazine (DPM) battery replaced.
- c) As the inspecting supervisor approaches, the officer will pull the trigger and perform a **"spark test"** for one second.
 - 1] The supervisor will check for a rapid/visible spark between the electrodes.
- 2) After inspection, the officer will replace the air cartridge, re-holster and secure his X26 Taser.
- 3) If an unintentional discharge occurs during a spark test, or any other time, an immediate investigation will be conducted by the district/section/unit commander or his designee. A Form 17 will be forwarded to the Police Chief detailing a full account of the incident.
 - a) The deployed cartridge will be disposed of unless otherwise directed by the district/section/unit commander.
 - b) All documentation related to the incident will be retained at the district/section/unit of occurrence.
- h. A supervisor calls the roll from this position. When an officer's name is called, the officer will answer "Here Sir or Ma'am" and remain standing at attention.
- i. "Fall Out"
 - 1) At this time officers may be seated for the reading of roll call announcements.
2. All non-uniform units will conduct supervisory inspections of personnel at the beginning of each tour of duty, according to their bureau's S.O.P. Supervisors will ensure all non-uniform personnel have all the required equipment.
3. Roll Call will be conducted daily.
 - a. Items supervisors are to present to personnel at roll call are:
 - 1) Daily beat and vehicle assignments
 - 2) Recent crime and crime trends
 - 3) Wanted persons and vehicles
 - 4) Teletype messages
 - 5) Missing persons

- 6) Persons hazardous to police
- 7) Reminders for court notifies
- 8) Information from previous shifts
- 9) General information
- 10) Review of staff notes, procedure changes and training.

B. Roll Call Training

1. Supervisors will provide roll call training on a daily basis.
 - a. The Police Academy will publish and distribute a monthly calendar with procedure reviews, scenario discussion training, video reviews and any other designated training.
2. Supervisors will complete a Form 17 to the Police Academy indicating training has been conducted.
 - a. The Form 17 will indicate the district, relief, date, name of the supervisor presenting training, the number of officers present and any additional comments regarding the training.
3. The Form 17 will be reviewed and signed by the district/unit commander or designee and forwarded to the Police Academy bi-monthly by the 10th of the following month.
4. Scenario books are maintained in each District.
 - a. Scenarios used in roll call training are to be taken from the scenario book.
 - b. An updated book will be maintained and new scenarios received are to be placed in the book according to their category.

C. Dismissal and Inspection

1. Upon shift change, a supervisor will confirm the status of all unit personnel for dismissal and clear them according to bureau S.O.P.
 - a. The supervisor will ensure assigned personnel return all equipment (e.g. car keys, MVR mics, laser units, etc.) to the proper location at the end of their shift.

D. Weekly Inspections

1. A supervisor will conduct a thorough weekly inspection of equipment assigned to officers in the unit. The supervisor will ensure all equipment is authorized and in good condition. This inspection will include but is not limited to the following items:

- a. All leather equipment: belts, holster (and snaps), ammunition case, handcuff case, baton-holder, etc.
 - b. Glove pouch with 2 pair of Nitrile exam gloves
 - c. Chemical irritant and holder
 - d. Firearm and ammunition
2. Loading and unloading of firearms for inspection
- a. Police personnel will maintain a distance of 15 feet from the designated safe wall when unloading a firearm.
 - b. The officer-in-charge (OIC) will give the command to all police personnel to form a line facing the safe wall and unload their firearms at the same time.
 - c. Police personnel will keep all firearms pointed at the safe wall while unloading.
 - d. The inspecting supervisor will:
 - 1) Thoroughly inspect the firearm and verify it is in good working order, free from dirt and corrosion, and the barrel is clear.
 - 2) Check ammunition for age, condition, proper type and proper number issued.
 - e. Once the firearm has been inspected, the OIC will give the command to all police personnel to reload their firearms.

12.200 SNOW EMERGENCIES AND HAZARDOUS ROAD CONDITIONS

Reference:

Cincinnati Municipal Code 502-25 - Snow Emergency
 Cincinnati Municipal Code 508-34 - Special Parking Restrictions
 Ohio Revised Code Section 2921.331 – Failure to Comply with Order or Signal of Police Officer

Purpose:

Outline an orderly process to be followed when roadways become hazardous due to snow or ice.

Expedite traffic movement when road conditions are hazardous due to inclement weather.

Information:

The City Manager will declare and cancel all City snow emergencies. City snow emergencies will be directed at restricting parking along snow emergency routes. This information will be transmitted to Police communications Section (PCS) by the City Manager, or the designee, who will normally be the on-duty Public Services supervisor.

The Hamilton County Sheriff will declare and cancel all Level 3 snow emergencies. This information will be transmitted to Police Communications Section (PCS) by the Hamilton County Communications Center. When a Level 3 snow emergency is declared, all highways and roadways, including those within the City of Cincinnati, are closed to non-emergency personnel. Those traveling on highways and roadways are subject to arrest per Ohio Revised Code Section 2921.331.

The City Manager has designated the Public Information Office (PIO) Commander as the media liaison for the City of Cincinnati during all City or County snow emergencies. The PIO Commander will work directly with the Traffic and Road Operations Department to ensure the accurate and timely release of all information during a snow emergency.

If an emergency is declared, the owner/operator of a vehicle must move the vehicle from the snow emergency route immediately.

Procedure:

A. Hazardous Road Conditions

1. When hazardous conditions are probable, uniformed field personnel will routinely check primary traffic routes, and if conditions warrant, notify the shift officer in charge (OIC).

2. During severe weather, responding to vehicle accidents and making accident reports in which the vehicles are drivable and there are no injuries can be suspended by the following command officers:
 - a. Monday-Friday: Patrol Bureau Commander or his designate, 0400-2000 hours, 24 hours on holidays; 2000-0400 hours, Night Chief
 - b. Saturday, Sunday: Duty Officer, 24 hours
3. Activating and terminating flashing lights
 - a. If conditions warrant, the district OIC will direct field personnel to:
 - 1) Place traffic control signals on flashing cycle at hazardous intersections (see Section A.4.b. for suggested locations).
 - 2) Return lights to regular cycle after hazardous conditions have been eliminated.

NOTE: Extreme caution should be exercised in the use of flashing traffic control signals, especially at school crossings.
 - b. Field personnel will notify the district of street conditions and that traffic signals have been placed on flashing. District desk personnel will in turn notify the Public Services dispatcher of the signals that have been put on flashing.
 - 1) Obtain the name of person notified.
 - 2) District personnel will make a blotter entry. The blotter entry will include time, location, reason, officer making light change, and the name of the Public Services dispatcher notified.
 - a) A blotter entry will be noted when the lights are returned to normal cycle.
 - 3) District supervisors will review these blotter entries during their current tour of duty.
 - c. As soon as an intersection where red or amber lights are flashing has been treated, the Public Services supervisor in charge will notify the Public Services Communications Center, who will, in turn, notify the designated Transportation and Engineering personnel. Transportation and Engineering personnel, upon examining conditions at the flashing light location, will exercise their discretion whether to return the light to normal operation or retain the flashing cycle.

- 1) Both Transportation and Engineering personnel and the Police have the discretionary responsibility to return the flashing light to normal operation if, in their opinion, it will alleviate an undesirable traffic condition. Transportation and Engineering Department has final authority in case of disagreement.

4. The shift OIC will:

- a. Reroute traffic only when absolutely necessary.
- b. Assign Police personnel to key intersections when conditions prevent the use of traffic control signals.

SUGGESTED LOCATIONS

District One

- 1) Third Street and Broadway
- 2) Third and Elm Streets
- 3) Fourth and Elm Streets

District Two

- 1) Columbia Parkway and Delta Avenue
- 2) Columbia Parkway and Torrence Parkway
- 3) Columbia Parkway and Tusculum Avenue
- 4) Delta Avenue and Griest Avenue
- 5) Delta Avenue and Observatory Avenue
- 6) Madison Road and Observatory Avenue
- 7) Paxton Avenue and Erie Avenue
- 8) Paxton Avenue and Marburg Avenue
- 9) Beechmont Avenue and Redfield Place
- 10) Hackberry Avenue and Taft Road
- 11) Dana Avenue and I-71 (NB entrance ramp) (SB exit ramp)

District Three

- 1) Harrison Avenue and Queen City Avenue
- 2) Eighth Street and State Avenue

- 3) Hopple Street and Beekman Street
- 4) Grand Avenue and Warsaw Avenue

District Four

- 1) Reading and Paddock Roads
- 2) Reading Road and Seymour Avenue
- 3) Gilbert Avenue and Eden Park Entrance
- 4) Gilbert Avenue and Victory Parkway
- 5) Madison Road and Vista Avenue
- 6) Victory Parkway and Dana Avenue

District Five

- 1) Central Parkway and Western Hills Viaduct
- 2) Ravine and McMillan Streets
- 3) Knowlton's Corner
- 4) Lafayette Avenue and Ludlow Avenue
- 5) Middleton and Ludlow Avenues
- 6) 3035 Jefferson Avenue (Jefferson and W. St. Clair)
- 7) Woodside Place and W. St. Clair Avenue
- 8) 3217 Clifton Avenue (Good Samaritan Hospital)
- 9) Blue Rock Road and Colerain Avenue
- 10) Spring Grove Avenue and Winton Road

5. Placement of barricades

- a. If it becomes necessary to place barricades (see locations), the district beat officer will respond to the storage place(s) and place a barricade(s) at a needed location(s).
 - 1) Notify district of placement of barricade(s).
 - a) District desk personnel will notify CIN-1 - Line 2938.
 - b) Both units will maintain a log.

- 2) PCS will issue an All County Broadcast (ACB) and notify Fire Dispatch to send a General Broadcast (GBDC) teletype advising emergency units county wide of the location of street(s) that have been barricaded.
- b. District Personnel, when weather conditions permit, will return the barricades to their place of storage and notify the district to place a disposition in the blotter that they have returned the barricades to storage. Personnel assigned to retrieve the barricades will notify a supervisor of any that are not found at the assigned location.
- c. Districts are responsible for marking the barricades as "Police Department Equipment" and will note on the barricade the location that it must be returned to.
- d. District Personnel will notify CIN-1 – Line 2938 what streets have been re-opened.
- e. PCS will issue an ACB, notify Fire Dispatch and send a GBDC teletype advising emergency units county wide of the location of street(s) that have been re-opened.

B. Snow Emergencies

1. City of Cincinnati snow emergencies

- a. After notification by the City Manager, or the designee, of the official City snow emergency declaration, PCS will record the time of the notification. PCS will notify all units of the Department by radio and teletype, including the Night Chief, if it occurs during duty hours.
 - 1) The OIC of each district will also be notified, via telephone by PCS, and informed of the reporting time and location for detailed personnel.
 - 2) District supervisors will ensure all uniformed personnel have a current copy of the Snow Emergency Route Street Listing, which can be obtained from Traffic Unit.
- b. PCS will notify the PIO Commander who will become the media liaison for the City of Cincinnati during the snow emergency. The PIO Commander will be recalled if the snow emergency is declared after duty hours.
- c. PCS will notify the news media, via voice mail, of the declaration of the snow emergency. PCS will inform the news media that the PIO Commander will be their point of contact within the City of Cincinnati.

- d. PCS will notify the on-duty Traffic Unit supervisor of the snow emergency, who will become the snow emergency vehicle removal detail supervisor.
 - 1) If no Traffic Unit supervisor is working, one will be recalled.
 - a) If no Traffic Unit supervisor can be contacted, the Patrol Bureau Commander or the Night Chief will designate an on-duty supervisor to be the snow emergency vehicle removal detail OIC.
 - 1] PCS will keep on file an updated copy of the Traffic Unit Standard Operating Procedure (SOP) on snow emergencies for use by this designated supervisor.
 - a] The most current copy of the Snow Emergency Route Street Listing will be obtained from Transportation and Engineering and included as part of the SOP.
 - b] The Traffic Unit Commander will be responsible for keeping the PCS copy of the Traffic Unit Snow Emergency SOP updated.
- d. PCS will notify two wreckers from the rotation list for each district to respond to the Public Services Garage, 3300 Colerain Avenue, at the specified time. The time will be determined by the Public Services Department.
- e. The Police Department will provide ten officers. Two officers and two marked police vehicles from each district will be detailed as snow emergency vehicle removal units. The district OIC will notify PCS of the detailed units.
 - 1) Traffic Unit will provide a supervisor to ensure supervision of these officers who will be working in conjunction with other city agencies.
 - a) The detail supervisor will meet with the Public Services supervisor to determine their priorities for the operation. The detail supervisor will then assign his officers accordingly.
 - 1] The detail supervisor will notify PCS of call numbers and areas of assignment for the detailed units.

- 2) Snow emergency vehicle removal units will report to the Public Services Garage at a designated time (usually one hour before plowing begins) to be briefed on their duties and areas of assignment.
 - a) The primary responsibility for removal of vehicles on snow emergency routes will be with the snow emergency vehicle removal units. Each removal unit will be assigned a private wrecker.
 - b) The following guidelines will be followed for issuing citations:
 - 1] If the snow emergency is declared between 2100 and 0500 hours, issue citations after 0800 hours.
 - 2] If the snow emergency is declared between 0500 and 2100 hours, issue citations three hours after the time the snow emergency is declared.
 - a] If the snow emergency is declared between 0500 and 0800, a “move only” will be utilized in order to facilitate the snow removal process without issuing a citation.
 - c) All personnel are reminded to exercise discretion during a snow emergency.
 - 1] Make every possible effort to contact the owner/operator of a vehicle before it is moved.
 - 2] Ensure the position of the vehicle is affecting the free and safe movement of traffic.
 - 3] Ensure relocation of the vehicle will improve the traffic situation.
 - 4] Ensure each district desk person has a list, updated hourly, of streets cleared of vehicles along snow emergency routes.
 - d) If the owner/operator is located, the snow emergency vehicle removal officer on the scene will advise the owner to move the vehicle to a location not on the snow emergency route or the vehicle will be moved by the police.

- e) If the owner/operator is not located, or does not move the vehicle after being notified, the snow emergency vehicle removal officer will:
 - 1] Cause the assigned detail wrecker to relocate the vehicle.
 - a] Have the wrecker driver move the vehicle to a nearby non-critical area (complete a Form 369, Towing Report). If there is not a non-critical area available, tow the vehicle to the Impound Unit (complete a Form 369).
 - 2] Issue a citation if three hours have passed since the declaration of the snow emergency and the owner/operator does not move the vehicle after being notified to do so.
- f) When a wrecker is used to move a vehicle, complete a Form 369 in duplicate for each vehicle being moved.
 - 1] Be specific and complete every blank of the Form 369, if possible.
 - 2] Under "Is Car Locked," indicate if car was opened and re-secured.
 - 3] Under "Other Information," give location to which the vehicle was moved, and list the name of the towing company.
 - 4] The officer must clearly sign his first and last name and list his badge number.
 - a] Original will be given to the wrecker driver as a receipt to use in collecting his towing fee.
 - b] Duplicate will be verified and initialed by the detail supervisor who will forward the Forms 369 to the Impound Unit by 0800 hours the following day.
- g) If a vehicle is towed to the Impound Unit by a private wrecker, complete the appropriate form and send it with the wrecker driver.
- h) Any time a vehicle is moved or impounded, immediately supply the district with the time, original location, the location it was moved to, make of vehicle, and license number.

- i) Each district will maintain a file on all vehicles relocated.
 - 1] Inquiries concerning relocated vehicles will be referred to the appropriate district.
 - f. District personnel will conduct a continual survey of the snow emergency routes in their districts, giving special attention to:
 - 1) Inbound lanes from 2300 hours to 1100 hours.
 - 2) Outbound lanes from 1100 hours to 2300 hours.
 - g. Appropriate enforcement action and vehicle removal will be continued until the snow emergency is cancelled, regardless of whether plowing is complete or not.
 - h. The City Manager, or the designee who will normally be the on duty Public Services supervisor, will notify PCS upon the termination of the snow emergency. PCS will record the time of the notification. PCS will notify all units of the Department by radio and teletype, including the Night Chief if notification occurs during duty hours.
 - 2. Hamilton County Level 3 snow emergencies
 - a. After notification by the Hamilton County Communications Center of the official Level 3 snow emergency declaration, PCS will record the time of the notification. PCS will notify the Patrol/Resource Division Commander or the Duty Officer.
 - b. PCS will notify the PIO Commander who will become the media liaison for the City of Cincinnati during the snow emergency. The PIO Commander will be recalled if the snow emergency is declared after duty hours.
- C. Preparation of Police Automotive Equipment
- 1. Cable chains will be put on at all districts as well as Fleet Services main facility.
 - a. Any district needing chains to be put on will notify Fleet Services, Line 352-3681.
 - b. Regular district mechanics in Districts One, Two, Three, Four and Five will install chains during work hours.
 - c. If during the off hours, Fleet Services (if notified by a Police supervisor), will recall personnel to respond to Districts One, Two, Three, Four and Five.
 - d. All rear wheel drive vehicles will have cable chains available.

- 1) All personnel should be instructed to exercise care when driving with cable chains to prevent vehicle damage.
 - 2) Broken links will be repaired or removed by Fleet Services personnel as soon as possible with minimum driving.
2. City policy states city owned vehicles should not be started and allowed to run if not in use, regardless of the number of days the vehicle has not been used. Severe temperature, such as 0 or below, will not modify the City's position on this issue. The only requirement in severe weather is for the operator of the vehicle to turn on the headlights and light bar for 1 – 2 minutes while the vehicle is running prior to driving to allow the snow to begin to melt from these lights.

BARRICADE STORAGE LOCATIONS

District 1

Martin St. & Eden Park Dr. All stored at District 1

Hill St. & St. Gregory Ave.

Paradrome at Loudon St.

District 2

Francis Ln. at Victory Parkway - All stored at District 2

Collins Ave. & Wm. Howard Taft Rd.

EB McMillan Ave. at Hackberry

SB Torrence Pkwy. at Madison Road

NB Herschel View at Observatory Ave.

SB Paxton Ave. at Ziegle Ave.

District 3

Faraday Rd. at President Dr. - Five barricades at Fire Station, 2131 State Avenue

Worthington Ave. at 3096

Bassett Rd. at Woodlawn Ave. - Five barricades at District 3

Grand Ave. at Lehman Rd.

Mt. Hope Ave. at Ansonia Ave.

Seegar Ave. at Fairmount Ave.

Wilder Ave. at Glenway Ave.

White St. at Harrison Ave.

Sutter St. at Bleecker Ln.

Lehman Rd. at 2860

District 4

Dorchester St. at Highland Ave. - All stored at District 4

Sycamore St. at Dorchester St.

District 5

Ashtree Ave. at Hamilton Ave - All stored at Public Services Garage 3300
Colerain Avenue Dispatcher's Office

Kirby Ave. at North Bend Rd.

Ravine St. at Warner St.

Straight St. at Ravine St.

Central Parkway at Marshall Ave.

16.125 TRAVEL ON CITY BUSINESS

Reference:

Procedure 13.115 - Outside Training Programs/College Attendance
 Administrative Regulation #13 (dated 02-03-97)
 FOP/City Labor Agreement
 AFSCME/City Labor Agreement
 City Finance Bulletin
 City of Cincinnati Frequent Flier Miles Policy
 Ohio Ethics Commission Advisory Opinion No. 91-010

Definitions:

Out-of-town travel is any travel which extends beyond any of these counties: Butler, Clermont, and Warren Counties in Ohio, Dearborn and Franklin Counties in Indiana, and Boone, Kenton, and Campbell Counties in Kentucky. Any travel which requires an overnight stay regardless of the location is considered out-of-town travel.

Purpose:

Establish uniformity for obtaining approval to travel on City business.

Facilitate reimbursement of expenditures incurred during travel.

Policy:

The Police Department will avoid overtime expense for travel days, etc., by rescheduling off days if possible. Employees traveling on City business will adhere to their appropriate contract regarding the number of hours they can work in a week. Anytime an employee voluntarily requests training and/or travel on City business he will not receive any overtime compensation in excess of an eight-hour day, or forty-hour workweek during the training and/or travel.

Employees, who earn frequent flier miles while traveling on City business, must use those miles for future City travel. The personal use of frequent flier miles or other promotional benefits earned as a result of travel on City business is strictly prohibited.

Information:

The Ohio Ethics Commission Advisory opinion No. 91-010 prohibits the personal use of any frequent flier miles earned during travel on City business. The purpose of this directive is to establish uniform guidelines related to the accrual and use of frequent flier miles by City officials and employees while conducting official City business.

Procedure:

A. Out of Town Travel on City Business

1. The Police Chief must approve all out-of-town travel on City business.

2. District or section commanders can give permission for out-of-town travel if it is in conjunction with an investigation that would be jeopardized by further delays.
 - a. Department personnel will complete a Form 70S, Request for Permission to Travel, immediately upon return.
 - 1) Submit one Form 70S for all personnel traveling to the same location for the same reason.

B. Form 70S, Request for Permission to Travel

1. Police personnel desiring to represent the Department at a conference, training program, or any out-of-town City business will submit a Form 70S. Route the Form 70S through channels with the appropriate documentation according to Procedure 13.115, Outside Training Programs/College Attendance.
 - a. Department personnel anticipating out-of-town travel should submit the Form 70S at least six weeks in advance.
 - 1) Submit one Form 70S for all personnel traveling to the same location for the same reason.
 - b. If a unit coordinates travel for members of various units (e.g., Training Section for a training session), the coordinating unit will forward a copy of the Form 70S to each traveler. The traveler will review, sign, and return it to the coordinating unit.
 - c. Submit the Form 70S through channels for review by Fiscal & Budget Section and approval by the Police Chief.
 - d. If needed, Department personnel will arrange for a vehicle from within their bureau for out-of-town travel. Before traveling, the employee will have a Municipal Garage mechanic check the vehicle to be sure it is suitable for travel.
2. A Form 70S is not needed for travel, which does not require an overnight stay, to the following locations. Instead, note in the unit blotter:
 - a. Any location in Franklin County, Ohio
 - 1) Ohio Liquor Board
 - 2) Ohio Department of Transportation
 - 3) Other governmental offices
 - b. London, Ohio
 - 1) Ohio Peace Officer Training Academy
 - 2) Bureau of Criminal Investigation and Identification

- 3) Other state offices
 - c. Courts in the State of Ohio which issue a subpoena
 - d. Other municipalities in the Greater Cincinnati area
 - 3. The Department requires a Form 70S prior to travel to any of the above locations if the traveler anticipates tuition, fees, or other reimbursement.
 - a. For reimbursement of college tuition, see Procedure 13.115.
 - b. If the traveler uses a personal vehicle for travel to any location listed above and requests reimbursement, the traveler will submit a Form 70S through proper channels for approval prior to the travel.
- C. Expenditures
- 1. Advance funds
 - a. The City will, under exceptional circumstances, advance funds for travel on City business.
 - 1) Funds will generally be advanced for travel over an extended period of time. (FBI Academy or Southern Police Institute)
 - 2) When an employee receives advanced funds, the employee must repay the advance within 10 days of receipt of reimbursement following the travel (see Section C.2., Reimbursement).
 - b. If it is necessary to pay for certain items in advance (registration, lodging, airline tickets, etc.), the employee will request direct payment of such items. Take the following steps:
 - 1) Prepare a Form 70S for the total estimated amount of expenses.
 - a) Attach supporting documentation.
 - b) Highlight the item that must be paid in advance.
 - 2) If payment is due by a certain date, highlight this on the front of the Form 70S.
 - a) Submit Form 70S at least six weeks prior to the date needed to allow enough time for processing.
 - 1] If less than six weeks, contact Fiscal & Budget Section.

- 3) Fiscal & Budget Section will issue a check to the travel agency, hotel, agency offering training, etc.
- 4) Request reimbursement for any remaining expenses in the normal manner by completing a Form 71S, Statement of Travel Expense.

2. Reimbursement

- a. The traveler will report expenses on a Form 71S and submit the form with original receipts to the Fiscal & Budget Section within three working days after returning to duty.
- b. Fiscal & Budget Section will prepare a Form 37S, Claim Voucher, made payable to the traveler.
- c. The completed Form 37S will be returned to the traveler for review and signature.
- d. The Finance Department will forward a check, payable to the traveler, to the Police Chief's Office.
- e. For information on reimbursements where an advance was made, contact the Fiscal & Budget Section.

D. Reimbursable Items

1. Transportation

- a. Common Carrier – Passenger receipt and boarding passes required upon return
 - 1) The actual cost, but not in excess of coach tourist airline fare.
 - 2) The cost of transportation to and from terminals and local travel expenses (bus, rental car, or taxi).
- b. Personal Vehicle
 - 1) Restricted to Ohio or a radius of 300 miles from Cincinnati.
 - a) If permitted to exceed the 300 mile limit, the City will limit reimbursement to the lower of either the coach tourist airline fare or the number of miles driven on City business multiplied by the current mileage rate.
 - 2) Reimbursement at the current mileage rate as outlined in the Finance Bulletin. The City will also reimburse tolls and parking fees. Original receipts are required.
 - 3) Travelers may be required to carpool when attending the same out of town training.

- 4) Use of a personal vehicle is not reimbursable if use of a City vehicle was approved on the Form 70S. If extenuating circumstances (i.e., sudden unavailability of a City vehicle) necessitate use of a personal vehicle, send through the channels the documentation and written approval of the district or section commander.
- c. City Vehicle
- 1) The City will reimburse tolls and parking fees and the actual cost of gasoline (receipt required).
 - 2) Prudent use of the City vehicle is permitted for private reasons (e.g., dining, shopping, etc.).
 - 3) Use of a City vehicle is restricted to Ohio or a radius of 300 miles from the City boundary lines if outside of Ohio. Police personnel are exempt from this requirement for the purpose of returning wanted criminals.
2. Lodging – receipt required
- a. Must be in the medium price range for the locale.
 - b. Travelers may be required to share double occupancy accommodations when attending the same training.
 - c. The traveler will get accommodations as close as possible to the travel destination.
3. Meals
- a. The City will pay the traveler a \$36 daily meal allowance. This will eliminate the need for food receipts and itemized meal listings.
 - b. Breakfast on the day of departure will not be reimbursed.
 - c. For partial days which do not involve an overnight stay, the daily allowance is subdivided as follows:

 Breakfast - \$8.00
 Lunch - \$8.00
 Dinner-\$20.00
 - d. Meals provided as part of the seminar or conference will not be reimbursed.
 - e. If the price of a banquet is not included in the fees or travel expenses, the City will reimburse any additional cost above the particular meal allowance (receipt required).

4. Miscellaneous expenses
 - a. The City will allow incidental expenses (telephone calls, registration fees, etc.) related to City business at actual cost (receipt required).
 - b. The traveler can make one personal telephone call upon arrival and up to three each week thereafter, of reasonable duration.
 - a) The cost will not exceed \$10.00 for the first personal call or \$30.00 per week for all personal calls.
 - c. For periods in excess of three weeks, reimbursable expenses will include necessary supplies and laundry.
- E. Non-reimbursable Items
 1. Optional insurance for rental car
 2. Entertainment expenses, liquor purchases, and any expenses incurred by a spouse or guest traveling with an employee.
- F. Reporting Frequent Flier Mileage Benefits
 1. Every January, Fiscal & Budget Section will send a letter to each employee who traveled by air on City business during the previous year reminding them to complete the Form 71M, Frequent Flier Miles Annual Report.
 - a. The employee will complete the reporting form indicating the number of frequent flier miles earned, if any, during travel on City business.
 - 1) If frequent flier miles were earned on more than one airline the employee will list each airline and account number separately on the reporting form.
 - b. The form must be completed and signed by the employee whether any miles were earned or not.
 2. The employee will return the signed form to the Fiscal & Budget Section by January 30th.
 3. The employee may choose to decline acceptance of any frequent flier miles while traveling on City business, however, the Form 71M must be completed regardless of miles earned.